

Water Plant

Public Works Department

Water Fund

Description:

Responsible for the production, storage and initial distribution of all potable water for City customers.

- Performs laboratory tests on water samples to ensure safety and compliance with the Safe Drinking Water Act which includes tests for lead and bacteria.

Services:

- Pumps groundwater from various wells.
- Treats water by filtering and chemical treatment, primarily for iron removal and stabilization.
- Produces an adequate supply of water to meet customer demand.

<i>Budget Summary</i>	<i>FY 2003 Actual</i>	<i>FY 2004 Adopted</i>	<i>FY 2005 Adopted</i>	<i>Percent Change</i>
Personnel	\$923,320	\$905,870	\$951,670	5.06%
Other Operating Expenditures	524,250	560,300	544,850	-2.76%
Capital Outlays	90,490	0	0	N/A
Total Expenditures	\$1,538,060	\$1,466,170	\$1,496,520	2.07%

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts for FY 2005

Department/Division Public Works - Water PlantFund and Division # 621-44113

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$703,620	Appropriation needed as calculated on personnel detail.
Benefits	\$248,050	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$117,110	Water treatment chemicals and other misc. supplies
Utilities	\$208,250	Telephone service for operation and 24 hour a day emergency response to citizens. Power to operate plant
Education and Travel	\$2,870	Training for plant operators and other staff, expenses incurred associated with training
Repair and Maintenance	\$181,570	Repair for plant including pumps, structures, wells and infrastructure
Special Projects	\$0	
Leases	\$0	
Contract Services	\$35,050	Services for testing, instrumentation repairs, cathodic protection, county sewer fees
Capital Outlay	\$0	

Total \$1,496,520

Water Distribution

Public Works Department

Water Fund

Description:

Responsible for operating, maintaining and repairing the City's 125 mile water distribution system.

Services:

Install and repair water mains and fire hydrants.

- Install and repair water service lines.
- Read and record water meters for billing by the Finance Department.
- Supervise the installation of new watermains.

- Supervise the chlorination of new mains.
- Inspect and pressure test the installation of mains in new developments.
- Execute turn-off and turn-on water services as directed by the Finance Department.
- Locate water main and service lines for contractors.
- Establish in house underground utility locator position.
- Investigate water bill protests.

<i>Budget Summary</i>	<i>FY 2003 Actual</i>	<i>FY 2004 Adopted</i>	<i>FY 2005 Adopted</i>	<i>Percent Change</i>
Personnel	\$534,360	\$550,330	\$532,340	-3.27%
Other Operating Expenditures	335,710	349,710	341,060	-2.47%
Total Expenditures	\$870,070	\$900,040	\$873,400	-2.96%

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts for FY 2005

Department/Division Public Works - Water DistributionFund and Division # 621-44116

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$378,260	Appropriation needed as calculated on personnel detail.
Benefits	\$154,080	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$61,770	Material used in repair of water distribution system pipe, clamps, valves, fittings, water meters, vaults, clothing, etc
Utilities	\$5,900	Telephone service and cell phones used by division personnel. Light and power for office space and utility shop.
Education and Travel	\$2,380	Training and seminars for staff and associated expenses incurred
Repair and Maintenance	\$261,790	Maintenance of utility structures, equipment repairs, and infrastructure
Special Projects	\$0	
Leases	\$0	
Contract Services	\$9,220	Miscellaneous services not available in-house, specialized skill or contractors when City personnel are not available
Capital Outlay	\$0	

Total \$873,400

Sewer Plant

Public Works Department

Sewer Fund

Description:

The Annapolis Wastewater Treatment Plant is owned jointly by the City and County but is operated by the County. The City pays a prorated portion of the operating expenses based on percentage of total flow.

Services:

- Provides treatment of all wastewater from City customers.

<i>Budget Summary</i>	<i>FY 2003 Actual</i>	<i>FY 2004 Adopted</i>	<i>FY 2005 Adopted</i>	<i>Percent Change</i>
Personnel	\$0	\$0	\$0	N/A
Other Operating Expenditures	2,182,990	2,500,000	2,500,000	0.00%
Total Expenditures	\$2,182,990	\$2,500,000	\$2,500,000	0.00%

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts for FY 2005

Department/Division Public Works - Sewer PlantFund and Division # 622-44123

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$0	Appropriation needed as calculated on personnel detail.
Benefits	\$0	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$0	
Utilities	\$0	
Education and Travel	\$0	
Repair and Maintenance	\$0	
Special Projects	\$0	
Leases	\$0	
Contract Services	\$2,500,000	Annapolis Wastewater Treatment Plant operational costs paid to Anne Arundel County.
Capital Outlay	\$0	

Total \$2,500,000

Sewer Collection

Public Works Department

Sewer Fund

Description:

Responsible for repairing and maintaining the sewage conveyance system from its point of origin to the treatment plant.

Services:

- Repairs and maintains 24 sewage pumping stations.
- Installs new and repairs old sewer-to-house connections.
- Provides emergency sewer back-up service, 24 hours per day, 7 days per week.
- Locates sewer mains and service lines for contractors.
- Cleans approximately 1/3 of 125 miles of sewage conveyance system on a 3 year cycle.

<i>Budget Summary</i>	<i>FY 2003 Actual</i>	<i>FY 2004 Adopted</i>	<i>FY 2005 Adopted</i>	<i>Percent Change</i>
Personnel	\$571,010	\$758,560	\$602,510	-20.57%
Other Operating Expenditures	493,990	538,710	549,210	1.95%
Capital Outlays	45,000	198,000	40,000	-79.80%
Total Expenditures	\$1,110,000	\$1,495,270	\$1,191,720	-20.30%

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts for FY 2005

Department/Division Public Works - Sewer CollectionFund and Division # 622-44126

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$465,360	Appropriation needed as calculated on personnel detail.
Benefits	\$137,150	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$45,830	Material used in the maintenance of City sewer system pipe, manholes, frames, office supplies, clothing, etc:
Utilities	\$120,000	Phone and line service for our sewer pumping stations used to transmit data to our SCADA system. Power for our sewer pumping stations
Education and Travel	\$3,550	Training and seminars for our staff to meet state licence requirements and expenses associated with this training
Repair and Maintenance	\$288,840	Repairs to our current 25 sewer pumping stations and grounds, repairs to our fleet of vehicles, and other misc. equipment
Special Projects	\$0	
Leases	\$0	
Contract Services	\$90,990	Miscellaneous services to maintain our pumping station communications, contractors to perform some of the work in our utility rehabilitation program, repairs beyond the ability of our equipment or personnel to accomplish
Capital Outlay	\$40,000	

Total \$1,191,720

Stormwater Management

Public Works Department

Sewer Fund

Description:

Responsible for the maintenance of public storm drainage systems, which includes pipes, inlets, manholes, drainage ways and stormwater management facilities.

Services:

- Evaluate City's watersheds.
- Perform engineering studies and designs.
- Clear and repair drainage systems.
- Maintain public stormwater management facilities.
- Contract for assistance when required.

<i>Budget Summary</i>	<i>FY 2003 Actual</i>	<i>FY 2004 Adopted</i>	<i>FY 2005 Adopted</i>	<i>Percent Change</i>
Personnel	\$0	\$0	\$147,520	N/A
Other Operating Expenditures	0	0	89,000	N/A
Capital Outlays	0	0	0	N/A
Total Expenditures	\$0	\$0	\$236,520	N/A

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts for FY 2005

Department/Division Public Works - Stormwater ManagementFund and Division # 627-44600

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$136,660	Appropriation needed as calculated on personnel detail.
Benefits	\$10,860	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$15,000	Material used in the maintenance of City storm water systems.
Utilities	\$0	
Education and Travel	\$0	
Repair and Maintenance	\$0	
Special Projects	\$0	
Leases	\$0	
Contract Services	\$74,000	Miscellaneous outside services used in maintenance of City storm water systems.
Capital Outlay	\$0	
Total	<u>\$236,520</u>	

Residential Refuse

Public Works Department

Refuse Fund

Description:

Responsible for the collection and transportation of solid waste from 8,600 residential households to a disposal site.

Services:

- Provides twice weekly refuse collection.
- Provides quarterly bulk pick-up services.

<i>Budget Summary</i>	<i>FY 2003 Actual</i>	<i>FY 2004 Adopted</i>	<i>FY 2005 Adopted</i>	<i>Percent Change</i>
Personnel	\$602,560	\$719,220	\$713,460	-0.80%
Other Operating Expenditures	463,420	430,910	460,910	6.96%
Total Expenditures	\$1,065,980	\$1,150,130	\$1,174,370	2.11%

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts for FY 2005

Department/Division Public Works - Residential RefuseFund and Division # 628-44720

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$543,240	Appropriation needed as calculated on personnel detail.
Benefits	\$170,220	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$32,100	Purchase of refuse containers, plastic bags, small tools and equipment, safety equipment and uniform rental and fuels needed for vehicles. Newspapers advertisements for refuse collection notices (holiday schedules, bulk pickup, etc.)
Utilities	\$0	
Education and Travel	\$0	
Repair and Maintenance	\$32,810	Repairs to the 7 refuse packers (new cylinders, welding, tires, brakes, springs, axles, etc.)
Special Projects	\$0	
Leases	\$0	
Contract Services	\$396,000	Disposal fees for refuse disposal and the disposal of regulated bulk collection "white" goods that contain Freon (refrigerators, freezers, ice-machines)
Capital Outlay	\$0	

Total

\$1,174,370

Yard Waste Recycling

Public Works Department

Refuse Fund

Description:

Responsible for the collection of yard mater every other week from all residential households.

Services:

- Collects grass clippings, leaves, brush and tree limbs.
- Processes collected yard mater and provides this mulch to residents at no charge.

<i>Budget Summary</i>	<i>FY 2003 Actual</i>	<i>FY 2004 Adopted</i>	<i>FY 2005 Adopted</i>	<i>Percent Change</i>
Personnel	\$232,170	\$331,980	\$313,580	-5.54%
Other Operating Expenditures	59,460	65,990	64,810	-1.79%
Capital Outlays	33,080	0	0	N/A
Total Expenditures	\$324,710	\$397,970	\$378,390	-4.92%

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts for FY 2005

Department/Division Public Works - Yard Waste RecyclingFund and Division # 628-44740

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$242,490	Appropriation needed as calculated on personnel detail.
Benefits	\$71,090	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$23,330	Printing of flyers and schedules, miscellaneous tools and equipment, storage containers, office supplies, safety equipment and uniform rental, fuels and lubricants for vehicles and tub grinder
Utilities	\$1,000	Electricity to yard waste structures on Rt. 450
Education and Travel	\$400	Training for employees on special equipment and operational methods
Repair and Maintenance	\$16,830	Funds required for parts and labor to maintain mechanical operation of 3 vehicles, 1 tub grinder, 1 air compressor, and 1 loader
Special Projects	\$0	
Leases	\$4,500	Lease of sanitary unit
Contract Services	\$18,750	Contract additional labor and equipment as required
Capital Outlay	\$0	

Total \$378,390

Curbside Recycling

Public Works Department

Refuse Fund

Description:

Responsible for the curbside collection of bottles, cans, plastic bottles and newspaper.

Services:

- Provides for curbside collection of mixed recyclables.
- Hires contractor through competitive bidding process to collect recyclables.

<i>Budget Summary</i>	<i>FY 2003 Actual</i>	<i>FY 2004 Adopted</i>	<i>FY 2005 Adopted</i>	<i>Percent Change</i>
Personnel	\$0	\$0	\$0	N/A
Other Operating Expenditures	271,690	279,490	289,360	3.53%
Total Expenditures	\$271,690	\$279,490	\$289,360	3.53%

BUDGET REQUEST - OPERATING EXPENDITURES

Description of Expenditures in Operating Expense Accounts for FY 2005

Department/Division Public Works - Curbside RecyclingFund and Division # 628-44750

1	2	
Account Title/Number	Total in Account	Description of Expenditures
Salaries	\$0	Appropriation needed as calculated on personnel detail.
Benefits	\$0	Retirement and Insurance benefits provided and calculated on personnel detail.
Supplies	\$14,360	Miscellaneous supplies and printing/postage
Utilities	\$0	
Education and Travel	\$0	
Repair and Maintenance	\$0	
Special Projects	\$0	
Leases	\$0	
Contract Services	\$275,000	Recycling collection and disposal contract
Capital Outlay	\$0	
Total	<u><u>\$289,360</u></u>	